Rules of Procedure for the Truancy in Chicago Public Schools Task Force

Adopted on: January 31, 2014

The Truancy in Chicago Public Schools Task Force is created by the authority of House Joint Resolution 0001, effective May 28, 2013
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Section I—Declaration and Purpose

Section 1.1 The Truancy in Chicago Public Schools Task Force (the “Task Force”), in order to fulfill its statutory purpose and responsibilities under House Joint Resolution 0001 (HJR 0001) and to serve the citizens of Illinois, hereby establishes Rules of Procedure by which:

A. Its responsibility to examine issues and make recommendations related to current State Board of Education and City of Chicago School District 299 policies regarding truancy and excessive absences is fulfilled.

B. Its responsibility to identify different strategies and approaches to address and prevent truancy and excessive absences and promote school success is fulfilled.

It is the purpose of these Rules of Procedure to clarify the means by which the Task Force will delegate authority without avoiding responsibility and respond to the requirements of its legislative mandate.

Section 1.2 The Task Force shall have the powers and duties as set forth in HJR0001:

A. Examine issues and make recommendations related to current State Board of Education and City of Chicago School District 299 policies regarding truancy and excessive absences;

B. Identify different strategies and approaches to help educators and the City of Chicago School District 299 administration address the truancy and excessive absences epidemic in the City of Chicago, promote ongoing procession development to equip school personnel with the skills and knowledge necessary to reduce contributing factors to truancy and excessive absences, and support community-based organizations and parents in their ongoing efforts to encourage youths to adopt and practice positive social behaviors that will allow them to be successful in school and in their communities;

C. Hold public hearings in the City of Chicago; and

D. Report its findings to the General Assembly on or before December 31, 2013.

Section II—Membership and Officers

Section 2.1 Members of the Task Force are selected pursuant to the appointment specifications noted in HJR 0001.

Section 2.2 Vacancies in membership will be filled in accordance with the appointment authority detailed in HJR 0001.

Section 2.3 The Chairperson shall be a member of the Task Force and shall be elected at the initial meeting of the Task Force. The Chairperson shall be the chief officer of the Task Force.

Section 2.4 The Vice-Chairperson shall be a member of the Task Force and shall be elected at by the Task Force. Upon written direction from the Chairperson, the Vice-Chairperson shall fulfill duties as designated by the Chairperson.

Section III—Meetings

Section 3.1 All meetings of the Task Force, including committee meetings, shall be open to the public and comply with the Open Meetings Act.

Section 3.2 Regular meetings of the Task Force shall be held monthly commencing at a time and location agreed upon by the Task Force. The Chairperson, at his/her discretion, may cancel or reschedule
any regular meeting by written notice within a reasonable time prior to the scheduled meeting date. The time and place of all such meetings scheduled or rescheduled shall be given to the Task Force members at least seven (7) calendar days prior to this meeting date.

Section 3.3 Special meetings of the Task Force may be called at the discretion of the Chairperson or by request of a majority of Task Force members. An agenda, together with a notice of the time and place of any such meeting, must be provided to the Task Force members at least five (5) calendar days prior thereto. Only matters contained in the agenda shall be discussed at any special meeting. The Chairperson may cancel a special meeting at her discretion, provided that a meeting called by the Task Force members may be canceled only with their consent.

Section 3.4 The Chairperson shall prepare an Agenda of business scheduled for deliberation prior to each meeting. The approval of Minutes from the previous meeting and a public comment opportunity shall be included on each Agenda. The Agenda shall be distributed to the members of the Task Force at least seven (7) calendar days prior to a scheduled meeting. Any member may have an item placed on the agenda by notifying the Chairperson of his or her desires in that regard in writing at least seven (7) days prior to the Task Force meeting. Such notification also should include a copy of any written materials that the member wishes to distribute to the Task Force. In addition, in every agenda, except at a special meeting, there shall always be a category entitled “New Business” for the initiation of emergent matters.

Section IV—Conduct of Business

Section 4.1 In order to transact business, a simple majority of those appointed to and seated on the Task Force must be present at the initial roll call at the commencement of any regular or special meeting and they shall constitute a quorum. Task Force members attending in person, by video teleconference, or by telephone shall be considered present. If a quorum is not present at the scheduled time of the meeting, the Chairperson may continue a roll call for a reasonable time. Thereafter, if a quorum is not reached, the meeting may continue, provided no official action is taken.

Section 4.2 A majority of those voting (defined as those who cast “yes” or “no” votes) on a motion shall be sufficient to pass and make it the official act of the Task Force. Motions shall be made and seconded by Task Force members before being called for a vote. A motion shall not be made and seconded by the same Task Force member.

Section 4.3 The Chairperson shall have the right to call for a vote by voice vote, or by leave to adopt a previous roll call vote, in all cases unless there is an objection by one member, in which case a roll call vote shall be taken. The minutes shall reflect the results of each roll call.

Section 4.4 Proxy votes shall not be permitted. A Task Force member must be present to record his or her vote and to present a motion or motions. Task Force members, when unable to attend, may present signed and dated written communications which may be distributed or read to Task Force members by the Chairperson; a motion or motions may be made by other members concerning the contents of such communications.

Section 4.5 Minutes of each meeting shall be approved by the Task Force as required by the Open Meetings Act. Copies of the approved minutes shall be posted online and made available to anyone who requests them in accordance with the Open Meetings Act.

Section 4.6 At each meeting, members of the public may comment subject to reasonable constraints. Participants are expected to follow these guidelines:

1. Address the Task Force only at the appropriate time as indicated on the agenda and when recognized by the Chairperson.
2. Identify oneself and be brief. Ordinarily, comments shall be limited to five (5) minutes.

3. In the interest of time, the Chairperson may shorten public comment to give the maximum number of participants the opportunity to speak.

4. Conduct oneself with respect and civility toward others.

Section V—Committees

Section 5.1 The Chairperson may create committees and shall appoint all committee members, chairpersons and vice chairpersons, all of whom shall serve at his or her pleasure. The Chairperson shall be an ex-officio member of all such committees. Committee activities shall be consistent with the provisions of these Rules of Procedure and governed by the actions of the Chairperson and/or the Task Force.

Section 5.2 Committees shall exercise those powers as are appropriate to their mission and responsibility. They also shall have such other powers and duties as designated by the Chairperson. Committee reports and recommendations shall be submitted to the Chairperson within the time prescribed by him or her and they shall be advisory only.

Section 5.3 Committee meetings shall be scheduled by the Chairperson or the committee chairperson and shall be subject to provisions of Section III of these Rules of Procedures.

Section 5.4 In order to transact business, a majority of those appointed to and seated on a committee must be present at the initial roll call at the commencement of any regular or special meeting. Committee members attending in person, by video teleconference, or by telephone shall be considered present. If a quorum is not present at the scheduled time of the meeting, the committee chairperson may continue a roll call for a reasonable time. Thereafter, if a quorum is not reached, the meeting may continue, provided no official action is taken.

Section 5.4 The provisions of Sections 4.2 through 4.6 apply to committees of the Task Force and the committee chairperson shall fulfill the role of Chairperson for committee meetings.

Section VI—Staffing and Administrative Support

Section 6.1 The State Board of Education shall provide staff and administrative support to the Task Force.

Section 6.2 The State Board of Education shall create and maintain a website for the Task Force which shall serve to inform the public about the Task Force.

Section VII—Conflicts of Interest

Section 7.1 All members of the Task Force shall complete the mandatory ethics training for members of Illinois boards and commissions. A signed acknowledgment of completion of the training shall be kept for each Task Force member.

Section 7.2 All members of the Task Force shall complete the Open Meetings Act training available on the website of Illinois Attorney General. A certificate of completion shall be kept for each Task Force member.

Section 7.3 No Task Force member shall accept any stipend, fee, gratuity or consideration of any kind or nature from any person, unit, agency or organization for the purpose of influencing a vote, decision or recommendation of a member on a matter before the Task Force.
Section 7.4 No Task Force member shall receive any funds related to recommendations made by the Task Force.

Section 7.5 The decision of the Chairperson with respect to conflict of interest situations shall be final unless the situation involves the Chairperson, in which case the Vice-Chairperson’s decision shall be final.

Section VIII—Robert’s Rules of Order

Section 8.1 All matters not covered by these Rules of Procedure shall be governed by the latest edition of Robert’s Rules of Order.

Section IX—Adoption and Amendments to Rules of Procedure

Section 10.1 Adoption or amendment of these Rules of Procedure shall require a two-thirds (2/3) vote of the Task Force members voting at an official meeting which has been properly noticed as required by these Rules of Procedure. Amendments shall be proposed only by members during a regular meeting of the Task Force and voted upon during the next regular meeting.

Section 10.2 A complete electronic copy of these Rules of Procedure shall be posted on the website required by Section 6.2.